

ANNOUNCEMENT NUMBER: 12-009

OPEN TO: All Interested Candidates

POSITION: FINANCIAL SPECIALIST, FSN-10/ FP-5*

OPENING DATE: March 29, 2012

CLOSING DATE: April 16, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: USD 56,323 p.a. (Starting salary)
(Position Grade: FP-05 to be confirmed by Washington)

*Ordinarily Resident: USD 56,676.00 p.a. (Starting salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking individuals for the position of Financial Specialist in the Financial Management Office of the US Embassy Luanda.

BASIC FUNCTION OF POSITION

Serves as primary support to the Financial Management Officer (FMO). Performs full range of budget activities at a medium sized embassy and provides oversight of all day to-day budget and fiscal matters. Responsible for management of the budget and fiscal office and the supervision and training of the FMO staff to include 2 accountants, 2 voucher examiners and one Class B Cashier. Responsible for the interpretation and application of all financial rules and regulations. Responsible for the development, preparation and application of specific financial post policies and procedures including Memorandums of Understanding (MOU) and standard operating procedures as they relate to the financial operations of the Embassy. Responsible for overseeing combined Program, ICASS, OBO, Representation, Security and Public Diplomacy budgets in excess of USD 24,500,000. Oversees budget needs of approximately 140 employees

For a complete copy of the position description listing all duties and responsibilities, please contact the Human Resources office at HROLuanda @state.gov

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:** Completion of a 4 year college/university degree in Accounting, Finance, or Business is required.
2. **REQUIRED WORK EXPERIENCE:** 5 to 7 years of progressively responsible experience in accounting or budget work is required. Minimum two years supervisory experience required. Two years of experience in governmental budgeting for United Nations or US Government agency preferred.
3. **REQUIRED LANGUAGES**– Level IV speaking, writing, reading English and Portuguese are required. (will be tested)
4. **REQUIRED JOB KNOWLEDGE:** Must be able to communicate budget information clearly and completely, both verbally and in writing. A sound working knowledge of pertinent State Department and/or associated agency laws, procedures, and regulations relating to budgeting and funds control and the ability to use such knowledge of organization and functions of the major program areas of the embassy
5. **OTHER REQUIRED SKILLS/ABILITIES:** Must be able to perform with minimum guidance and instructions and explain actions and methodology to colleagues. Must be able to make decisions relative to both classifications of funds in the allocation process and obligation trends as they relate to financial plans. Must be able to locate proper background material as a basis to compute cost of items relative to personnel, price of goods, exchange rates, etc.
Computer skills: Intermediate/advanced computer skills in MS Office Suite to include basic level typing skills, intermediate knowledge of Word and advanced knowledge of Excel are required. (will be tested)

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Administrative Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222 641 161
FAX: 222 641 095

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent that is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safe havenabroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: APRIL 16, 2012

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Maureen Yates
Acting Management Officer